

2010

COMMONWEALTH OF KENTUCKY

HEATING, VENTILATION & AIR CONDITIONING

LAW & REGULATIONS

ISSUED BY THE

DEPARTMENT OF HOUSINGS,
BUILDING AND CONSTRUCTION

DIVISION OF HVAC
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INFORMATIONAL COPY

**DEPARTMENT OF HOUSING,
BUILDINGS AND CONSTRUCTION**

RICHARD MOLONEY, COMMISSIONER
GEORGE MANN, DEPUTY COMMISSIONER

DIVISION OF HVAC

Tim House, Acting Director of HVAC

HVAC Board Members

NAME	REPRESENTING
Tim House	Kentucky Office of Housing, Buildings and Construction
David Moore	Public At Large
Ron E. Kramer	Home Builders Association of Kentucky
Ron Carter	Local Government Official
Thomas Rehtin	Heating, Ventilation and A/C Contractor
Michael Eidson	Kentucky Association of Plumbing, Heating Cooling Contractors
Lisa Flara	Kentucky Society of Professional Engineers
Leonard Heuser	Mechanical Contractors Association

Department of Housing, Buildings & Construction

DIVISION OF HVAC

GENERAL INFORMATION AND PROCEDURES

In accordance with KRS 198B.650-689, HVAC licensing has been effect in Kentucky since July 1, 1995. Heating and air conditioning contractors must hold a Kentucky Master HVAC Contractor License and other mechanics must hold a Journeyman HVAC Mechanic License or be registered with the this Department as a registered Apprentice. The following information is provided to assist persons in obtaining a license or registering. Applications must be thoroughly completed and the fee attached. Incomplete application will require additional submissions before a license can be issued.

This information may not address every situation and you are encouraged to contact the Office at the following address if you have any questions or need application forms or further information.

Department of Housing, Buildings & Construction
Division of HVAC
101 Sea Hero Road, Ste. 100
Frankfort, Kentucky 40601-5405
Telephone: 502/573-0395
Fax: 502/573-1401

Statutory authority and administrative regulations identify two (2) criteria by which you may obtain a license and provisions for registering as an apprentice. The two (2) criteria are experience and examination. Tests required to obtain either a Master HVAC Contractor License or Journeyman HVAC Mechanic License will be administered by International Code Council. You must apply directly to International Code Council and not the Office if you are required to take a test.

CHAPTER 198B

Heating, Ventilation and Air Conditioning Contractors

Section

198B.650	Definitions (Effective until July 1, 2010)
198B.650	Definitions (Effective July 1, 2010)
198B.652	Kentucky Board of Heating, Ventilation and Air Conditioning Contractors
198B.654	Powers and duties of Board-Authority for administrative regulations
198B.656	Practice as and assumption and use of title master contractor, journeyman or apprentice without a licensure and certification
198B.658	Qualifications for licensure and certificates
198B.660	Examinations-Application-Procedures
198B.662	Licensing of specified contractors and journeyman upon application made prior to July 1, 1995 – Compliance with standard requirements after July 1, 1995
198B.664	Renewal and restoration of license – Inactive status – Reactivation
198B.666	Reciprocity for licenses of other states
198B.6671	Permit required for installations of initial systems – Contents of application and permit – Exemptions. (Effective July 1, 2010)
198B.6672	Prohibition on use of systems not installed in compliance with applicable codes – Inspection scheduling (Effective January 1, 2011)
198B.6673	Administrative regulations – Fees—Qualifications for and compensation of local government’s inspectors – Local governments prohibited from establishing additional permitting or inspections program (Effective July 1, 2010)
198B.6674	Trust and agency account to be used for enforcement of KRS 198B.650 to 198B.689. (Effective July 1, 2010)
198B.6675	Powers of office and of authorized local governments to inspect systems -- Powers to restrain and enjoin violations of KRS 198B.650 to 198B.689 -- Representation of office by state and local prosecutors. (Effective January 1, 2011)
198B.6676	Jurisdiction and venue in civil, injunctive, and criminal actions for enforcement of KRS 198B.650 to 198B.689. (Effective July 1, 2010)
198B.6677	Power of inspector to refuse to approve work covered by permit – Power of office or authorized local government to prohibit continued use of system – Aggrieved applicant’s right to hearing. (Effective January 1, 2011)
198B.6678	Office to appoint and assign qualified inspectors to counties. (Effective January 1, 2011)
198B.668	Insurance Requirements
198B.670	Advertising
198B.672	Sanctions – Reasons for sanctions
198B.674	Exemptions

198B.676	Fees
198B.678	Responsibilities of master contractor working for company
198B.680	Inspector's conflict of interest
198B.682	Continuation of Board's jurisdiction – Notification to local officials of license sanctions
198B.684	Continuing education requirements
198B.686	Criminal penalty
198B.688	Conformity with standards of the Uniform State Building Code
198B.689	Citation of KRS 198B.650 to 198B.689

198B.650 Definitions for KRS 198B.650 to 198B.689. (Effective until July 1, 2010)

As used in KRS 198B.650 to 198B.689, unless the context requires otherwise:

- (1) "Air conditioning or cooling system" means a system in which heat is removed from air, surrounding surfaces, or both;
- (2) "Apprentice heating, ventilation, and air conditioning mechanic" means an individual in the process of learning the heating, ventilation, and air conditioning trade who assists and is under the supervision of a master heating, ventilation, and air conditioning contractor and a journeyman heating, ventilation, and air conditioning mechanic;
- (3) "Board" means the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors;
- (4) "Burner service" means the servicing of oil or gas burners used for heating air or water for purposes other than the transmission of heat;
- (5) "Certificate" means a document issued by the board to an apprentice heating, ventilation, and air conditioning mechanic to assist a master heating, ventilation, and air conditioning contractor or a journeyman heating, ventilation, or air conditioning mechanic;
- (6) "Executive director" means the executive director of the Office of Housing, Buildings and Construction;
- (7) "Office" means the Office of Housing, Buildings and Construction;
- (8) "Heating system" means a system in which heat is transmitted by radiation, conduction, convection, or a combination of any of these methods to air, surrounding surfaces, or both. "Heating system" does not include fireplaces and free-standing stoves not incorporated into a primary heating system, electric thermal storage units, electric ceiling cable heating systems, or electric baseboard heating units;
- (9) "Hydronic system" means a heating and cooling system using liquids to transmit or remove heat;
- (10) "Journeyman heating, ventilation, and air conditioning mechanic" means an individual who is licensed by the board to perform heating, ventilation, and air conditioning work under the supervision, direction, and responsibility of a master heating, ventilation, and air conditioning contractor;
- (11) "Maintenance person or maintenance engineer" means a person who is a regular and bona fide full-time employee or agent of a property owner, property lessor, property management company, or firm, not in the heating, ventilating, and air conditioning business that has jurisdiction of property where the routine maintenance of heating, ventilating, and air conditioning is being performed, provided the maintenance shall not include replacement of heating, ventilation, or air conditioning systems;
- (12) "Master heating, ventilation, and air conditioning contractor" means a heating, ventilation, and air conditioning contractor who is licensed by the board to advertise and practice heating, ventilation, and air conditioning contracting in this Commonwealth;
- (13) "Practice of heating, ventilation, and air conditioning contracting" means the installation, maintenance, altering, remodeling, or repair of heating systems, ventilation systems, hydronic systems, burner service, or cooling systems;
- (14) "Routine maintenance of heating, ventilation, or air conditioning" means the routine and periodic servicing of heating, ventilation, and air conditioning systems, including cleaning, inspection, and adjustments to insure the proper operation, and the removal and replacement of component parts. "Routine maintenance of heating, ventilation, or

air conditioning" shall not include the installation of complete new heating, ventilation, or air conditioning systems; and

- (15) "Ventilation system" means a natural or mechanical system of supplying air to or removing air from any space.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 1, effective July 15, 1994.

Legislative Research Commission Note (6/20/2005). 2005 Ky. Acts chs. 11, 85, 95, 97, 98, 99, 123, and 181 instruct the Reviser of Statutes to correct statutory references to agencies and officers whose names have been changed in 2005 legislation confirming the reorganization of the executive branch. Such a correction has been made in this section.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.650 Definitions for KRS 198B.650 to 198B.689. (Effective July 1, 2010)

As used in KRS 198B.650 to 198B.689, unless the context requires otherwise:

- (1) "Air conditioning or cooling system" means a system in which heat is removed from air, surrounding surfaces, or both;
- (2) "Apprentice heating, ventilation, and air conditioning mechanic" means an individual in the process of learning the heating, ventilation, and air conditioning trade who assists and is under the supervision of a master heating, ventilation, and air conditioning contractor and a journeyman heating, ventilation, and air conditioning mechanic;
- (3) "Board" means the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors;
- (4) "Burner service" means the servicing of oil or gas burners used for heating air or water for purposes other than the transmission of heat;
- (5) "Certificate" means a document issued by the board to an apprentice heating, ventilation, and air conditioning mechanic to assist a master heating, ventilation, and air conditioning contractor or a journeyman heating, ventilation, or air conditioning mechanic;
- (6) "Executive director" means the executive director of the Office of Housing, Buildings and Construction;
- (7) "Office" means the Office of Housing, Buildings and Construction;
- (8) "Heating system" means a system in which heat is transmitted by radiation, conduction, convection, or a combination of any of these methods to air, surrounding surfaces, or both. "Heating system" does not include fireplaces and free-standing stoves not incorporated into a primary heating system, electric thermal storage units, electric ceiling cable heating systems, or electric baseboard heating units;
- (9) "Hydronic system" means a heating and cooling system using liquids to transmit or remove heat;
- (10) "Initial heating, ventilation, or air conditioning system" means the first or original heating, ventilation, or air conditioning system installed in a building;
- (11) "Journeyman heating, ventilation, and air conditioning mechanic" means an individual who is licensed by the board to perform heating, ventilation, and air conditioning work

- under the supervision, direction, and responsibility of a master heating, ventilation, and air conditioning contractor;
- (12) "Maintenance person or maintenance engineer" means a person who is a regular and bona fide full-time employee or agent of a property owner, property lessor, property management company, or firm, not in the heating, ventilating, and air conditioning business that has jurisdiction of property where the routine maintenance of heating, ventilating, and air conditioning is being performed, provided the maintenance shall not include replacement of heating, ventilation, or air conditioning systems;
 - (13) "Major repair" means the complete replacement of any of the following heating, ventilation, or air conditioning equipment:
 - (a) Furnaces;
 - (b) Condensing units;
 - (c) Heat pumps;
 - (d) Fan coil units;
 - (e) Chiller systems; or
 - (f) Heating boiler systems not covered by KRS Chapter 236;
 - (14) "Master heating, ventilation, and air conditioning contractor" means a heating, ventilation, and air conditioning contractor who is licensed by the board to advertise and practice heating, ventilation, and air conditioning contracting in this Commonwealth;
 - (15) "Permit" means a document issued by the office or its authorized agent allowing the installation of an original heating, ventilation, or air conditioning system;
 - (16) "Practice of heating, ventilation, and air conditioning contracting" means the installation, maintenance, altering, remodeling, or repair of heating systems, ventilation systems, hydronic systems, burner service, or cooling systems;
 - (17) "Routine maintenance of heating, ventilation, or air conditioning" means the routine and periodic servicing of heating, ventilation, and air conditioning systems, including cleaning, inspection, and adjustments to ensure the proper operation, and the removal and replacement of component parts. "Routine maintenance of heating, ventilation, or air conditioning" shall not include the installation of complete new heating, ventilation, or air conditioning systems; and
 - (18) "Ventilation system" means a natural or mechanical system of supplying air to or removing air from any space.

Effective: July 1, 2008

History: Amended 2007 Ky. Acts ch. 86, sec. 9, effective July 1, 2008. -- Created 1994 Ky. Acts ch. 59, sec. 1, effective July 15, 1994.

Legislative Research Commission Note (6/20/2005). 2005 Ky. Acts chs. 11, 85, 95, 97, 98, 99, 123, and 181 instruct the Reviser of Statutes to correct statutory references to agencies and officers whose names have been changed in 2005 legislation confirming the reorganization of the executive branch. Such a correction has been made in this section.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 9, to be effective July 1, 2008, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F., 16., (2) HVAC Permitting and Inspecting, that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be July 1, 2010.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.652 Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors.

- (1) The Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors is hereby created, which shall be attached to the Office of Housing, Buildings and Construction for administrative purposes. The board shall consist of eight (8) members, one (1) of whom shall be a member of the Home Builders Association of Kentucky; one (1) of whom shall be a member of the Kentucky Society of Professional Engineers; one (1) of whom shall be a member of the Kentucky Association of Plumbing-Heating-Cooling Contractors; one (1) of whom shall be a member of the Mechanical Contractors Association of Kentucky; one (1) of whom shall be a heating, ventilation, or air conditioning contractor; one (1) of whom shall represent the public and shall not be associated with or financially interested in heating, ventilation, and air conditioning contracting; one (1) of whom shall be the executive director of the Office of Housing, Buildings and Construction or his or her designee; and one (1) of whom shall be a local government official or employee, who shall have a background in the heating, ventilation, or air conditioning industry. Each member of the board shall be a citizen and resident of the Commonwealth of Kentucky.
- (2) All members of the board, except those who represent the public, local government, the Office of Housing, Buildings and Construction, and the Kentucky Society of Professional Engineers, shall:
 - (a) For initial appointments to these positions, have been actively engaged in the heating, ventilation, and air conditioning contracting business for not less than five (5) years immediately preceding the date of the appointment to the board;
 - (b) For subsequent appointments to these positions for terms beginning prior to July 1, 2000, have been actively engaged in the heating, ventilation, and air conditioning contracting business for not less than five (5) years immediately preceding the date of the appointment to the board and hold a valid license or certificate as a master heating, ventilation, and air conditioning contractor; and
 - (c) For subsequent appointments to these positions for terms beginning on or after July 1, 2000, have been actively engaged in the heating, ventilation, and air conditioning contracting business as a master heating, ventilation, and air conditioning contractor for not less than five (5) years immediately preceding the date of the appointment to the board and shall hold a valid license or certificate for that status.
- (3) Except for the executive director, who shall serve for so long as he or she holds his or her appointment as executive director, the terms of the board members shall be as follows. The remaining seven (7) board members shall be appointed by the Governor with initial appointments for three (3) members for terms of three (3) years, two (2) members for terms of two (2) years, and two (2) members for terms of one (1) year. All appointments shall expire on June 30 of the last year of the terms. Thereafter, these members shall be appointed by the Governor for terms of three (3) years. No person shall serve more than two (2) full consecutive terms. Members shall serve until their successors are appointed.

- (4) The executive director of the Office of Housing, Buildings and Construction, or his or her designee, shall serve as chairman of the board. A majority of the board shall constitute a quorum to conduct business. The board shall meet at least once each calendar quarter in a location designated by the chairman or executive director. The board may meet upon special call by the chairman, the executive director, or a majority of the board.
- (5) Each member of the board, except the executive director, shall receive twenty-five dollars (\$25) per day for attending each meeting and shall be reimbursed for all necessary expenses incurred in the performance of his or her official duties.
- (6) Vacancies in the membership of the board for any cause shall be filled by appointment by the Governor for the balance of the unexpired term.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 2, effective July 15, 1994.

Legislative Research Commission Note (6/20/2005). 2005 Ky. Acts chs. 11, 85, 95, 97, 98, 99, 123, and 181 instruct the Reviser of Statutes to correct statutory references to agencies and officers whose names have been changed in 2005 legislation confirming the reorganization of the executive branch. Such a correction has been made in this section.

198B.654 Powers and duties of board -- Authority for administrative regulations.

- (1) The board shall promulgate administrative regulations to administer, coordinate, and enforce the provisions of KRS 198B.650 to 198B.689; conduct examinations; maintain a list of all licensees and certificate holders; keep minutes of board meetings and a record of its proceedings; and register and keep records of all apprentices.
- (2) The board, or its designee, may issue subpoenas, administer oaths, examine witnesses, conduct disciplinary proceedings, investigate allegations of wrongdoing under KRS 198B.650 to 198B.689, issue licenses and certificates, and seek injunctive relief to enforce the provisions of KRS 198B.650 to 198B.689. In seeking injunctive relief, the board shall not be required to post any bond.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 3, effective July 15, 1994.

198B.656 Practice as and assumption and use of title master contractor, journeyman, or apprentice without a license prohibited.

Except as otherwise provided in KRS 198B.650 to 198B.689:

- (1) No person shall hold himself out as a master heating, ventilation, and air conditioning contractor or assume or use any title, designation, or abbreviation likely to create the impression of this licensure, unless he is the holder of a valid master heating, ventilation, and air conditioning contractor's license issued in accordance with the provisions of KRS 198B.650 to 198B.689. The holder of a valid master heating, ventilation, and air conditioning contractor's license shall be entitled to practice heating, ventilation, and air conditioning contracting, including the obtaining of any necessary permits in connection with the practice of heating, ventilation, and air conditioning contracting, and shall be primarily responsible for the heating, ventilation, and air conditioning work performed;
- (2) No person shall hold himself out as a journeyman heating, ventilation, and air conditioning mechanic or assume or use any title, designation, or abbreviation likely to create the impression of this licensure, unless he is the holder of a valid journeyman

- heating, ventilation, and air conditioning mechanic's license issued in accordance with the provisions of KRS 198B.650 to 198B.689;
- (3) No person shall hold himself out as an apprentice heating, ventilation, and air conditioning mechanic or assume or use any title, designation, or abbreviation likely to create the impression of certification, unless he is the holder of a valid apprentice heating, ventilation, and air conditioning mechanic's certificate issued in accordance with the provisions of KRS 198B.650 to 198B.689; and
 - (4) No person shall practice heating, ventilation, and air conditioning contracting, unless he is otherwise qualified according to the provisions of KRS 198B.650 to 198B.689.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 4, effective July 15, 1994.

198B.658 Qualifications for licensure and certification.

- (1) The board shall issue a master heating, ventilation, and air conditioning contractor's license to any person who:
 - (a) Is at least eighteen (18) years of age;
 - (b) Has been regularly and principally employed or engaged in the heating, ventilation, and air conditioning trades as a journeyman heating, ventilation, and air conditioning mechanic for not less than two (2) years, under the direction and supervision of a master heating, ventilation, and air conditioning contractor; and
 - (c) Has passed an examination prescribed by the board to determine competency to practice heating, ventilation, and air conditioning contracting.
- (2) The board shall issue a journeyman heating, ventilation, and air conditioning mechanic's license to any person who:
 - (a) Is at least eighteen (18) years of age;
 - (b) Has been regularly and principally employed or engaged in the heating, ventilation, and air conditioning trades for not less than two (2) years, under the direction and supervision of a master heating, ventilation, and air conditioning contractor, or who prior to July 1, 1995, under the direction and supervision of a person who qualifies under KRS 198B.662; and
 - (c) Has passed an examination prescribed by the board to determine competency to install, maintain, and repair heating and cooling systems, heating and cooling service, burner service, and hydronic systems.
- (3) The board shall issue an apprentice heating, ventilation, and air conditioning mechanic's certificate to any person who is registered with the board.
 - (a) The board shall establish by administrative regulation the minimum number of hours of experience required by apprentices and shall maintain an apprentice register to credit an apprentice for hours worked under the supervision of a master heating, ventilation, and air conditioning contractor and journeyman heating, ventilation, and air conditioning mechanic. Experience gained under the supervision of a Kentucky licensed master heating, ventilation, and air conditioning contractor while registered as an apprentice with the Kentucky Department of Labor, Office of Workplace Standards, in cooperation with the United States Department of Labor, Bureau of Apprenticeship and Training shall be accepted toward the two (2) year experience requirement for a journeyman heating, ventilation, and air conditioning mechanic license.

- (b) The apprentice register shall include the name, address, Social Security number, employer, and dates of employment of the apprentice.
- (c) The apprentice shall notify the board in writing of any change in address or employer.
- (d) Apprentices and pre-apprentices shall not be required to pay fees for a certificate of registration or a registration renewal fee.
- (4) The satisfactory completion of one (1) academic year of a board-approved curriculum or one (1) year of professional training in heating, ventilation, and air conditioning work may be considered as equivalent to one (1) year of employment required by subsection (2)(b) of this section, not to exceed one (1) year.
- (5) The satisfactory completion of one (1) academic year of teaching experience in a board-approved or state-approved technical education program in heating, ventilation, and air conditioning shall be considered as equivalent to one (1) year of employment, as required by subsection (1)(b) or (2)(b) of this section. No more than one (1) year of approved teaching experience may be used in meeting the requirements of subsection (1)(b) or (2)(b) of this section.

Effective: July 15, 1998

History: Amended 1998 Ky. Acts ch. 579, sec. 2, effective July 15, 1998. -- Amended 1996 Ky. Acts ch. 105, sec. 1, effective July 15, 1996. -- Created 1994 Ky. Acts ch. 59, sec. 5, effective July 15, 1994.

Legislative Research Commission Note (6/20/2005). 2005 Ky. Acts chs. 11, 85, 95, 97, 98, 99, 123, and 181 instruct the Reviser of Statutes to correct statutory references to agencies and officers whose names have been changed in 2005 legislation confirming the reorganization of the executive branch. Such a correction has been made in this section.

198B.660 Examinations -- Application -- Procedures.

- (1) Applications for examination shall be in writing and shall contain all information required by the board. Applications shall be filed not less than forty-five (45) days prior to the examination date.
 - (a) Not less than ten (10) days prior to an examination date, the board shall send written notice of the date, hour, and place of the examination to each applicant for licensure or certification.
 - (b) Each application for licensure or certification shall be accompanied by a nonrefundable application fee.
- (2) Examinations shall be given at least two (2) times during each calendar year at those times and places within the Commonwealth prescribed by the board. No applicant may take an examination until the examination fee is paid.
- (3) Notice of passing or failing an examination shall be provided to each applicant as soon as practicable.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 6, effective July 15, 1994.

198B.662 Licensing of specified contractors and journeymen upon application made prior to July 1, 1995 -- Compliance with standard requirements after July 1, 1995.

- (1) Upon application made prior to July 1, 1995, and payment of a fee as determined by the board, any person who has been actively engaged and lawfully established as a heating,

ventilation, and air conditioning contractor in this Commonwealth for not less than three (3) years immediately prior to July 1, 1994, or any person holding a valid heating, ventilation, and air conditioning license or similar license, issued by a city, county, or urban-county government of this Commonwealth prior to July 1, 1994, may be issued a master heating, ventilation, and air conditioning contractor's license which shall entitle him to practice heating, ventilation, and air conditioning contracting, subject to approval of the board, in any jurisdiction in the Commonwealth. The prescribed fee and proof of eligibility required by the board shall accompany the application.

- (2) Upon application made prior to July 1, 1995, and payment of a fee as determined by the board, any person who has been actively engaged and lawfully qualified as a journeyman heating, ventilation, and air conditioning mechanic in this Commonwealth under the supervision of a heating, ventilation, and air conditioning contractor for not less than three (3) years immediately prior to July 1, 1994, may be issued a journeyman heating, ventilation, and air conditioning mechanic's license, subject to approval of the board.
- (3) After July 1, 1995, all applicants for a master heating, ventilation, and air conditioning contractor's license or a journeyman heating, ventilation, and air conditioning mechanic's license shall be required to comply with KRS 198B.658.
- (4) Upon application made prior to July 1, 1994, and payment of a fee as determined by the board, any person who has been actively engaged in the practice of heating, ventilation, and air conditioning contracting in the public schools or has been actively engaged in the routine maintenance of heating, ventilation, or air conditioning in the public schools, for not less than eight (8) years immediately prior to July 1, 1994, may be issued a masters heating, ventilation, and air conditioning contractor's license, subject to the approval of the board.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 7, effective July 15, 1994.

198B.664 Renewal and restoration of license -- Inactive status -- Reactivation.

- (1) Every master heating, ventilation, and air conditioning contractor's license and journeyman heating, ventilation, and air conditioning mechanic's license issued by the board may be renewed annually, upon payment of a renewal fee. Failure to renew shall cause the license to expire.
- (2) Applications for restoration may be made within ninety (90) days of expiration of a license upon payment of the renewal fee, payment of a restoration fee, and if applicable proof of insurance as required by KRS 198B.668.
- (3) Those persons previously licensed by the board as a master heating, ventilation, and air conditioning contractor and not engaged in the practice of heating, ventilating, and air conditioning contracting in the Commonwealth may apply and be granted inactive status by the board in accordance with administrative regulations promulgated by the board. Licensees granted inactive status shall not retain the right to statewide practice of heating, ventilation, and air conditioning contracting. An inactive license shall not be a valid license. A licensee on inactive status may petition the board for restoration of a license to practice actively. The petitioner shall pay a reactivation fee, provide proof of the satisfaction of all other requirements as determined by the board, and obtain the insurance as required by KRS 198B.668.

Effective: July 14, 2000

History: Amended 2000 Ky. Acts ch. 386, sec. 2, effective July 14, 2000. -- Created 1994 Ky. Acts ch. 59, sec. 8, effective July 15, 1994.

198B.666 Reciprocity for licensees of other states.

Any person who has been issued a license in another state which has licensing, educational, and experience requirements substantially equal to or greater than those of this state and which grants equal licensing privileges to persons licensed in this state, may be issued an equivalent license in this state upon terms and conditions determined by the board.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 9, effective July 15, 1994.

198B.6671 Permit required for installation of initial system -- Contents of application and permit -- Exemptions. (Effective July 1, 2010)

- (1) Notwithstanding KRS 198B.030 to the contrary, any person who installs an initial heating, ventilation, or air conditioning system shall apply for a permit prior to beginning the installation. No installation shall begin before the application for the permit has been filed. In no event, however, shall a person exempt under KRS 198B.674 be required to possess or show proof of a heating, ventilation, or air conditioning license in order to obtain the permit required by this section.
- (2) The applicant for a heating, ventilation, and air conditioning permit, by the act of applying for the permit, shall be deemed to consent to inspection of the installation by authorized inspectors of the Commonwealth of Kentucky and of the relevant city, county, urban-county, charter county, unified local government, or consolidated local government.
- (3) The permit shall give:
 - (a) The name of the person performing the work;
 - (b) The full extent of the work to be performed;
 - (c) The name of the owner or owners of the property where the work is to be performed;
 - (d) The location of the property where the work is to be performed, including county and street address; and
 - (e) The master license number, if the work is required to be performed by a master heating, ventilation, and air conditioning contractor.
- (4) No permit shall be required for any installation performed on a manufactured home as defined by KRS 227.550(7), by a manufactured home retailer licensed pursuant to KRS 227.610, or by a manufacturer as defined by KRS 227.550(9).
- (5) No permit or inspection shall be required for the installation of window unit air conditioners or space heaters.
- (6) No permit or inspection shall be required for the installation of a heating, ventilation, or air conditioning system except in buildings designed for human occupancy.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 1, effective July 1, 2008.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 1, to be effective July 1, 2008, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F., 16., (2) HVAC Permitting and Inspecting,

that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be July 1, 2010.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.6672 Prohibition on use of system not installed in compliance with applicable codes -- Inspection scheduling. (Effective January 1, 2011)

- (1) No person, firm, or corporation shall use, continue to use, or permit the use of any heating, ventilation, or air conditioning system that an authorized inspector or the inspector's employee or agent determines was not installed in accordance with the Uniform State Building Code, the Uniform State Residential Code, and the referenced standards contained in the respective codes.
- (2) If a permit is required by KRS 198B.6671 for the installation of a heating, ventilation, or air conditioning system, no firm, person, or corporation shall use, continue to use, or permit the use of the heating, ventilation, or air conditioning system unless the permit has been obtained or applied for.
- (3) Any inspection required by KRS 198B.6671 shall be scheduled with the property owner or owners or their agent or agents at least one (1) business day in advance and shall be completed within three (3) business days of the scheduled inspection.

Effective: January 1, 2009

History: Created 2007 Ky. Acts ch. 86, sec. 2, effective January 1, 2009.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 2, to be effective January 1, 2009, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F., 16., (2) HVAC Permitting and Inspecting, that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be January 1, 2011.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.6673 Administrative regulations -- Fees -- Qualifications for and compensation of local government's inspectors -- Local governments prohibited from establishing additional permitting or inspection programs. (Effective July 1, 2010)

- (1) The board shall promulgate administrative regulations to establish a reasonable schedule of fees to implement the program. The fees shall not exceed the actual costs for the administration of the program. The board shall also establish heating, ventilation, and air conditioning inspection protocols that ensure timely inspections and minimal interruption to the construction process.
- (2) The office, with the approval of the board, upon the request of any individual local governing entity or combination of entities with existing heating, ventilation, and air conditioning permitting and inspection programs as of January 1, 2007, shall authorize them to administer, carry out, and enforce the rules and regulations of the office relating to heating, ventilation, and air conditioning installations, issue permits, and make

inspections within their respective boundaries, or perform any portion of these functions. Nothing in KRS 198B.6671 to 198B.6678 shall prohibit these entities from continuing to include major repairs or substantial alterations to a heating, ventilation, or air conditioning system within their permitting and inspection program in the absence of a state requirement, if major repairs or substantial alterations were included in the entities' inspection program prior to January 1, 2007. The office, with the approval of the board, may authorize any other individual local government entities or combination of entities to administer, carry out, and enforce the rules and regulations of the office relating to heating, ventilation, and air conditioning installations, issue permits, and make inspections within their respective boundaries, or perform any portion of those functions. When authorization is granted, the office shall enter into contractual arrangements with the local governing entities, which shall remain in effect as long as the local entity continues to operate its program pursuant to guidelines adopted by the board. A heating, ventilation, and air conditioning permit issued by an authorized local governing entity shall be considered a permit issued by the office, and all fees collected by the authorized local government related to the same shall be retained by that local government.

- (3) Any local governing entity enforcing the permitting and inspection requirements of KRS 198B.650 to 198B.689 pursuant to subsection (2) of this section may appoint and fix the compensation of the local governing entity's heating, ventilation, and air conditioning inspectors. No person shall perform the duties of a heating, ventilation, and air conditioning inspector unless he or she has at least six (6) years' experience as a licensed heating, ventilation, and air conditioning journeyman mechanic or a licensed master heating, ventilation, and air conditioning contractor, unless he or she is a certified building inspector who has successfully passed the examinations relating to heating, ventilation, and air conditioning systems. At the time of employment, the heating, ventilation, and air conditioning inspector shall be licensed or certified in accordance with the provisions of KRS 198B.650 to 198B.689.
- (4) No local governing entity may impose any other additional heating, ventilation, and air conditioning inspection or permit requirements, or establish any local inspection or permitting program, unless those provisions were in place before January 1, 2007.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 3, effective July 1, 2008.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 3, to be effective July 1, 2008, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F, 16., (2) HVAC Permitting and Inspecting, that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be July 1, 2010.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.6674 Trust and agency account to be used for enforcement of KRS 198B.650 to 198B.689. (Effective July 1, 2010)

All fees and fines collected and paid into the State Treasury shall be credited to a revolving trust and agency account and shall be used only for the administration and enforcement of KRS 198B.650 to 198B.689 and the repayment of moneys borrowed from surplus trust and agency accounts of the office. The moneys in the account are hereby appropriated by the General Assembly for the purposes set forth in KRS 198B.650 to 198B.689, and shall not lapse at the close of the fiscal year.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 4, effective July 1, 2008.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 4, to be effective July 1, 2008, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F., 16., (2) HVAC Permitting and Inspecting, that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be July 1, 2010.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.6675 Powers of office and of authorized local governments to inspect systems -- Powers to restrain and enjoin violations of KRS 198B.650 to 198B.689 -- Representation of office by state and local prosecutors. (Effective January 1, 2011)

- (1) For the purpose of enforcing the provisions of KRS 198B.650 to 198B.689, officers, agents, and inspectors of the office or an authorized local government shall have the power and authority to enter upon permitted premises at all reasonable times with the consent of the property owner in order to make inspections, interview all persons, and request proof of heating, ventilation, and air conditioning licenses, installation permits, and other evidence of compliance. Officers, agents, and inspectors of the office or an authorized local government shall have the authority to issue a stop-work order to any owner, agent, or occupant of real property whenever the heating, ventilation, and air conditioning system under inspection is found to be in violation of KRS 198B.650 to 198B.689 or the Uniform State Building Code's heating, ventilation, and air conditioning mechanical sections.
- (2) Notwithstanding the existence or pursuit of any other civil or criminal penalties, the office and its officers, agents, and inspectors are authorized to institute and maintain actions to restrain and enjoin any violation of KRS 198B.650 to 198B.689, the Uniform State Building Code, the Uniform State Residential Code, or the rules or the administrative regulations of the office relating thereto.
- (3) City and county attorneys, Commonwealth's attorneys, and the Attorney General may, within their respective jurisdictions, represent the office and its officers, agents, and inspectors in the enforcement of provisions of KRS 198B.650 to 198B.689, the Uniform State Residential Code, and the Uniform State Building Code.

Effective: January 1, 2009

History: Created 2007 Ky. Acts ch. 86, sec. 5, effective January 1, 2009.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 5, to be effective January 1, 2009, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F.,16., (2) HVAC Permitting and Inspecting, that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be January 1, 2011.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.6676 Jurisdiction and venue in civil, injunctive, and criminal actions for enforcement of KRS 198B.650 to 198B.689. (Effective July 1, 2010)

- (1) The Circuit Court where a violation occurs shall have jurisdiction and venue in all civil and injunctive actions instituted by the office for the enforcement of the provisions of KRS 198B.650 to 198B.689 and orders issued thereunder.
- (2) The District Court where a violation occurs shall have jurisdiction and venue in all criminal actions for the enforcement of the provisions of KRS 198B.650 to 198B.689, the Uniform State Building Code, the Uniform State Residential Code, and orders issued thereunder.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 6, effective July 1, 2008.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 6, to be effective July 1, 2008, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F.,16., (2) HVAC Permitting and Inspecting, that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be July 1, 2010.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.6677 Power of inspector to refuse to approve work covered by permit -- Power of office or authorized local government to prohibit continued use of system --Aggrieved applicant's right to hearing. (Effective January 1, 2011)

- (1) If an installation for which a permit is required does not meet the requirements of the Uniform State Building Code or the Uniform State Residential Code, whichever is applicable, or if the property owner refuses to allow an inspection, the inspector shall refuse to approve the work covered by the permit. The office or authorized local government may prohibit the continued use of a heating, ventilation, and air conditioning system that an authorized inspector determines was improperly installed or altered if continued use threatens human life or if the property owner refused to allow an inspection.
- (2) An applicant aggrieved by an action of an inspector or the office may request a hearing in accordance with KRS Chapter 13B.

Effective: January 1, 2009

History: Created 2007 Ky. Acts ch. 86, sec. 7, effective January 1, 2009.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 7, to be effective January 1, 2009, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F.,16., (2) HVAC Permitting and Inspecting, that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be January 1, 2011.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.6678 Office to appoint and assign qualified inspectors to counties. (Effective January 1, 2011)

- (1) The office shall appoint and assign heating, ventilation, and air conditioning inspectors to each county subject to the provisions of KRS 198B.650 to 198B.689 and in numbers sufficient to implement the provisions of KRS 198B.650 to 198B.689.
- (2) No person shall be appointed as a heating, ventilation, and air conditioning inspector unless he or she has at least six (6) years' experience as a licensed heating ventilation, and air conditioning journeyman mechanic or a licensed master heating, ventilation, and air conditioning contractor, unless he or she is a certified building inspector who has successfully passed the examinations relating to heating, ventilation, and air conditioning systems. At the time of his or her appointment, the inspector shall be licensed or certified in accordance with the provisions of KRS 198B.650 to 198B.689.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 8, effective July 1, 2008.

Legislative Research Commission Note (4/18/2008). This statute was created by 2007 Ky. Acts ch. 86, sec. 8, to be effective July 1, 2008, pursuant to sec. 12 of that Act. However, 2008 Ky. Acts ch. 127 (2008 HB 406, the State/Executive Branch Budget) provided in Part I, F.,16., (2) HVAC Permitting and Inspecting, that notwithstanding the delayed effective date provided in 2007 Ky. Acts ch. 86, sec. 12, the effective date of this statute shall be January 1, 2011.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (2) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-66).

198B.668 Insurance requirements.

- (1) No person, firm, or corporation shall practice heating, ventilation, and air conditioning contracting unless that person, firm, or corporation maintains general liability insurance in an amount not less than five hundred thousand dollars (\$500,000) and property damage insurance in an amount not less than three hundred thousand dollars (\$300,000) underwritten by an insurance carrier licensed and approved by the Kentucky Office of Insurance.
- (2) Proof of insurance shall be submitted to the board prior to issuance or renewal of a license.

- (3) Proof of insurance, as required by subsection (1) of this section, shall exempt licensees from the requirement of obtaining separate insurance in local jurisdictions under any local licensing laws.
- (4) No license shall be valid without insurance as provided in this section. Insurance carriers shall notify the board upon cancellation of the insurance of any licensee required to maintain insurance.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 10, effective July 15, 1994.

Legislative Research Commission Note (6/20/2005). 2005 Ky. Acts chs. 11, 85, 95, 97, 98, 99, 123, and 181 instruct the Reviser of Statutes to correct statutory references to agencies and officers whose names have been changed in 2005 legislation confirming the reorganization of the executive branch. Such a correction has been made in this section.

198B.670 Advertising.

No person shall advertise or hold himself out as a master heating, ventilation, and air conditioning contractor, unless he is licensed as such by the board according to the provisions of KRS 198B.650 to 198B.689. The license number shall appear in all advertising and on all vehicles used by the licensee for heating, ventilation, and air conditioning contracting work.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 11, effective July 15, 1994.

198B.672 Sanctions -- Reasons for sanctions.

Subject to a hearing conducted in accordance with KRS Chapter 13B, the board may revoke, suspend, place on probation, or restrict the license or certificate of any licensee or certificate holder; refuse to issue or renew a license or certificate; or reprimand, censure, or fine a licensee or certificate holder for any of the following reasons:

- (1) Fraud or deceit in obtaining licensure or certification;
- (2) Transfer of the authority granted by the license or certificate to another person;
- (3) Unfair or deceptive trade practices;
- (4) Willful or deliberate disregard and violation of building codes, electrical codes, or related laws and ordinances of this Commonwealth or any city, county, or urban-county government;
- (5) Aiding or abetting any person attempting to evade the provisions of KRS 198B.650 to 198B.689;
- (6) Conspiracy or knowingly combining with any person, to allow a license or certificate to be used by an unlicensed or uncertified person, firm, or corporation with intent to evade the provisions of KRS 198B.650 to 198B.689. Allowing a license or certificate to be used by more than one (1) person shall be prima facie evidence of intent to evade the provisions of KRS 198B.650 to 198B.689;
- (7) Willful or deliberate disregard of disciplinary actions taken by the board, or of a city, county, or urban-county government;
- (8) Negligence or incompetence in compliance with applicable codes and standards of practice;
- (9) Violation of any of the provisions of KRS 198B.650 to 198B.689 or any administrative regulation promulgated by the board; or

- (10) Conviction of a felony or of any crime an element of which is dishonesty or fraud, under the laws of any state or of the United States.

Effective: July 15, 1996

History: Amended 1996 Ky. Acts ch. 318, sec. 88, effective July 15, 1996. -- Created 1994 Ky. Acts ch. 59, sec. 12, effective July 15, 1994.

198B.674 Exemptions.

KRS 198B.650 to 198B.689 shall not apply to:

- (1) Employees of any master heating, ventilation, and air conditioning contractor who are subordinates of the licensee, if those employees are not journeyman heating, ventilation, and air conditioning mechanics or apprentice heating, ventilation, and air conditioning mechanics and do not engage in heating, ventilation, and air conditioning contracting, except as an employee;
- (2) An employee of the United States government while practicing heating, ventilation, and air conditioning contracting on or within property owned by the United States government.
- (3) An individual owner of real property while practicing heating, ventilation, and air conditioning work on or within property owned and occupied by the individual;
- (4) A person employed in the installation, maintenance, repair, or replacement of residential window air conditioning units;
- (5) A person licensed under KRS Chapter 236, if he is installing, servicing, repairing, or replacing boiler devices;
- (6) A person licensed under KRS Chapter 322, if he is preparing plans or conducting construction inspections;
- (7) A full-time maintenance person or maintenance engineer performing routine maintenance of heating, ventilation, or air conditioning in connection with his employment;
- (8) Contractors or employees while installing or maintaining heating, cooling, air conditioning, ventilation, or burner services on any property or site owned or operated by any entity:
 - (a) Subject to the jurisdiction of KRS Chapter 278; or
 - (b) Of any municipal electric, water, gas, or sewer utility operating pursuant to any of the provisions of KRS Chapter 96;
- (9) The adjustment of an air flow device performed by any entity specified in subsection (8) of this section, if the adjustment is performed in conjunction with the installation, replacement, or repair of a gas distribution line;
- (10) A person licensed or certified pursuant to KRS 227.570, or the administrative regulations promulgated thereunder, upon initial installation of air conditioning units incorporated with the original sale of a manufactured housing unit;
- (11) A general retailer whose primary business is not the practice of heating, ventilation, and air conditioning contracting, if that general retailer uses only licensed subcontractors that comply with the provisions of KRS 198B.650 to 198B.689. The provisions of this subsection shall not exclude or limit the liability of the general retailer, or exempt the general retailer from the insurance requirements as established in KRS 198B.668, if the general retailer is engaging in the practice of heating, ventilation, and air conditioning contracting;

- (12) The installation, service, repair, or replacement of electrical units on any heating, ventilation, or air conditioning system;
- (13) An employee or agent of the Commonwealth of Kentucky while practicing heating and ventilation contracting in connection with weatherization assistance for low income persons pursuant to 903 KAR 6:020;
- (14) A person conducting routine maintenance of heating, ventilation, or air conditioning as a volunteer for any church or religious organization, provided he receives no compensation for the services rendered; or
- (15) The installation, service, repair, or replacement of liquefied petroleum gas units on any heating, ventilation, or air conditioning system by an employee of any person licensed under the provisions of KRS 234.120(1)(a).

Effective: July 15, 1996

History: Amended 1996 Ky. Acts ch. 79, sec. 1, effective July 15, 1996. -- Created 1994 Ky. Acts ch. 59, sec. 13, effective July 15, 1994.

198B.676 Fees.

- (1) The board shall establish by administrative regulation and collect the following fees, not to exceed the cost of the licensing program:
 - (a) Initial application fee for:
 - 1. Master heating, ventilation, and air conditioning contractor; and
 - 2. Journeyman heating, ventilation, and air conditioning mechanic.
 - (b) Examination fee for:
 - 1. Master heating, ventilation, and air conditioning contractor;
 - 2. Journeyman heating, ventilation, and air conditioning mechanic; and
 - 3. Apprentice heating, ventilation, and air conditioning mechanic.
 - (c) License renewal fee.
 - (d) Certificate renewal fee.
 - (e) Duplicate license or certificate fee.
 - (f) Inactive status fee.
 - (g) Restoration fee.
 - (h) Reactivation fee.
 - (i) Change of information fee.
- (2) All fees and charges collected by the board under the provisions of this section shall be paid into a trust and agency account in the State Treasury. All expenses incurred by the board under the provisions of KRS 198B.650 to 198B.689, including compensation to the board members, shall be paid out of this account, subject to approval of the board.

Effective: July 15, 1996

History: Amended 1996 Ky. Acts ch. 105, sec. 2, effective July 15, 1996. -- Created 1994 Ky. Acts ch. 59, sec. 14, effective July 15, 1994.

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. I, F, 16, (1) at 513; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 1477 (Final Budget Memorandum, Vol. III, at F-65).

2008-2010 Budget Reference. See State/Executive Branch Budget, 2008 Ky. Acts ch. 127, Pt. V, E, 10, at 593-594; and State/Executive Branch Budget Memorandum, 2008 Ky. Acts ch. 188, at 903 (Final Budget Memorandum, Vol. I, at 14).

198B.678 Responsibilities of master contractor working for company.

- (1) No firm, company, or corporation may engage in the practice of heating, ventilation, and air conditioning contracting in any county of the Commonwealth, unless the person in responsible charge of the heating, ventilation, and air conditioning work is a master heating, ventilation, and air conditioning contractor and is an employee or subcontractor of the firm, company, or corporation.
- (2) Each master heating, ventilation, and air conditioning contractor who is employed by a firm, company, or corporation engaged in the practice of heating, ventilation, and air conditioning contracting shall notify the board of that employment and upon termination of the employment.
- (3) No master heating, ventilation, and air conditioning contractor shall represent more than one (1) firm, company, or corporation.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 15, effective July 15, 1994.

198B.680 Inspector's conflict of interest.

- (1) With the exception of those persons appointed to the board pursuant to KRS 198B.652, no person appointed or employed by the Commonwealth, a county, city, or other jurisdiction to administer, regulate, or inspect heating, ventilation, and air conditioning work shall have any pecuniary interest in any heating, ventilation, and air conditioning business during the person's employment with the government or other jurisdiction.
- (2) Upon the holder's appointment or employment as an inspector, that person's license or certificate shall become inactive. Upon termination of the appointment or employment as an inspector, the person's license or certificate may be reactivated without examination, by written request to the board and payment of a reactivation fee.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 16, effective July 15, 1994.

198B.682 Continuation of board's jurisdiction -- Notification to local officials of license sanctions.

- (1) The revocation, suspension, restriction, lapse, or voluntary surrender of a license or certificate issued by the board shall not deprive the board of jurisdiction to investigate allegations of wrongdoing under KRS 198B.650 to 198B.689 or conduct disciplinary proceedings against a licensee or certificate holder.
- (2) The board shall, within thirty (30) days of the action, notify all appropriate local building officials, permit offices, or other authorized persons of license and certificate revocations, suspensions, probations, restrictions, and restorations.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 17, effective July 15, 1994.

198B.684 Continuing education requirements.

The board may adopt by administrative regulation standards for continuing education for licensees and certificate holders.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 18, effective July 15, 1994.

198B.686 Criminal penalties.

- (1) Effective July 1, 1995, any person for whom licensure or certification is required who is not licensed or certified by the board and practices heating, ventilation, and air conditioning contracting services shall be guilty of a Class A misdemeanor. Each violation shall be regarded as a separate offense.
- (2) Any person who advertises or otherwise holds himself out as being a licensed master or journeyman heating, ventilation, or air conditioning contractor and is not so licensed shall be guilty of a Class A misdemeanor. Each violation shall be regarded as a separate offense.

Effective: July 14, 2000

History: Amended 2000 Ky. Acts ch. 386, sec. 3, effective July 14, 2000. -- Created 1994 Ky. Acts ch. 59, sec. 19, effective July 15, 1994.

198B.688 Conformity with standards of the Uniform State Building Code.

The installation, maintenance, alteration, or repair of heating systems, ventilation systems, hydronic systems, burner service, or cooling systems governed by KRS 198B.650 to 198B.689 shall be made in conformity with applicable standards of the Uniform State Building Code.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 20, effective July 15, 1994.

198B.689 Citation of KRS 198B.650 to 198B.689.

KRS 198B.650 to 198B.689 may be cited as the Heating, Ventilation, and Air Conditioning Contractors' Act.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 21, effective July 15, 1994.

Department of Housing,
Buildings and Construction
Division of HVAC

State Heating, Ventilation and Air Conditioning
Regulations

- 815 KAR 8:010 Master Heating, Ventilation and Air Conditioning (HVAC) Contractor Licensing Requirements.
- Section (1) General Requirements
 - Section (2) Initial Application Requirements
 - Section (3) Inactive License Status
 - Section (4) Examination Requirements
 - Section (5) Experience Requirements
 - Section (6) Renewal and Reactivation Requirements and Procedures
 - Section (7) Special Service Fees
 - Section (8) Revocation or Suspension of Licenses
 - Section (9) Incorporated by Reference
- 815 KAR 8:020 Journeyman Heating, Ventilation and Air Conditioning (HVAC) Mechanic Licensing Requirements
- Section (1) General Requirements
 - Section (2) Initial Application Requirements
 - Section (3) Examination Requirements
 - Section (4) Experience Requirements
 - Section (5) Renewal Requirements and Procedures
 - Section (6) Special Services and Fees
 - Section (7) Revocation or Suspension of License
 - Section (8) Material Incorporated by Reference
- 815 KAR 8:030 Apprentice Heating, Ventilation and Air Conditioning (HVAC) Mechanic Registration and Certification Requirements
- Section (1) Registration of Apprentices
 - Section (2) Initial Application for Apprentice Certificate of Registration
 - Section (3) Certificate Renewal Requirements
 - Section (4) Minimum Number of Hours of Experience
 - Section (5) Incorporated by Reference
- 815 KAR 8:045 “Limited” licenses for Journeyman HVAC mechanics
- Section (1) Application for Limited Licenses
 - Section (2) Limited Licenses and Responsibilities
 - Section (3) Renewal Requirements and Procedures
 - Section (4) Incorporated by Reference
- 815 KAR 8:050 Continuing education requirements for heating, ventilations, and air conditioning (HVAC) license holders.
- Section (1) Master HVAC Contractor Licenses
 - Section (2) Journeyman HVAC Licenses

	Section (3) Combined Master and Journeyman Licenses
	Section (4) Inactive Master HVAC Contractor Licenses
	Section (5) Continuing Education Courses
815 KAR 8:060	Requirements for approval of continuing education courses and providers.
	Section (1) Requirements for Continuing Educational Provider approval.
	Section (2) Continuing Education Course Approval
	Section (3) Continuing Education Course Records
	Section (4) Course Audits
	Section (5) Disciplinary Action
	Section (6) Incorporation by Reference
815 KAR 8:070	Installation permits
	Section (1) Issuance of Permits
	Section (2) Permit Required
	Section (3) A permit shall be issued and inspections performed upon request for the replacement of the following.
	Section (4) HVAC Installation Permit Fees
	Section (5) Inspection Fees
	Section (6) Expiration of Permits
	Section (7) Incorporation by Reference
815 KAR 8:080	Inspections and tests
	Section (1) Inspection
	Section (2) Major Repairs
	Section (3) Access
	Section (4) Residential Inspections
	Section (5) Commercial Inspections
	Section (6) Extent of Inspections
	Section (7) Certificate of Approval
815 KAR 8:090	Fees and refunds
	Section (1) A fee submitted to the Division of HVAC shall be made payable to the Kentucky State Treasurer
	Section (2)
	Section (3) A refund for an installation permit shall be given if:

815 KAR 8:010. Master heating, ventilation, and air conditioning (HVAC) contractor licensing requirements.

RELATES TO: KRS 198B.650, 198B.654, 198B. 656, 198B.658, 198B.660, 198B.662, 198B.664, 198B.668, 198B.672, 198B.676, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.658, 198B.660(1), (2), 198B.664(1),(3), 198B.676(1), 198B.684, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Board of Heating, Ventilation and Air Conditioning Contractors to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 to 198B.689. KRS 198B.658 requires the board to establish qualifications for licensure and certification. KRS 198B.660(1) and (2) requires the board to establish examination requirements. KRS 198B.664(1) and (3) require the board to establish requirements for license renewal and inactive licenses. KRS 198B.684 authorizes the board to promulgate an administrative regulation with standards for continuing education for licensees and certificate holders. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings and Construction, and established the commissioner, rather than executive director, as the head of the department. KRS 198B.676(1) requires the board to establish fees by administrative regulation. This administrative regulation establishes the licensure requirements for HVAC contractors.

Section 1. General Requirements.

(1) Continuing education.

(a) Each licensee shall complete eight (8) hours of continuing education prior to renewal of the license.

(b) The continuing education shall be conducted in accordance with 815 KAR 8:050.

(2) Supervision. The master shall supervise and be primarily responsible for all HVAC work performed by the employees and subcontractors of the license.

(3) Company license. A licensee who is an employee of a company and whose license represents the company shall notify the board, in writing, if the licensee ceases to represent the company or if the name of the company changes, requesting a change of information on that license and paying the change of information fee listed in Section 7(5) of this administrative regulation.

Section 2. Initial Application Requirements.

(1) Filing the application.

(a) An applicant seeking a master HVAC contractor license shall submit to the board:

1. A completed and notarized Master HVAC Contractor License Application on Form HVAC 1;
2. An initial license application fee of \$250 for a twelve (12) month license. The initial license fee may be prorated for not less than seven (7) months or more than eighteen (18) months and shall expire on the final day of the applicant's birth month;
3. Proof of satisfactory completion of the examination required by Section 4 of this administrative regulation;

4. Proof of the applicant's experience as required by KRS 198B.658(1)(b) and this administrative regulation;
 5. A recent passport-sized color photograph of the applicant; and
 6. Proof of insurance as required by KRS 198B.668.
 - (b) If the applicant is an employee representing a company, the applicant shall state the company name on the application form. The company may provide the insurance certificates and shall be subject to this administrative regulation.
- (2) Termination of application. The initial application shall remain pending until all requirements are met, up to a period of one (1) year after the date the application is submitted. At the end of one (1) year, the application shall be void.

Section 3. Inactive License Status.

- (1)
 - (a) A licensee may request that a license be placed in inactive status.
 - (b) A licensee shall not perform HVAC work while the license is inactive.
- (2) A master HVAC contractor licensee in inactive status shall not be required to maintain insurance as required by KRS 198B.668 or provide proof to the Department of Housing, Buildings and Construction of compliance with workers' compensation laws.
- (3) A certified HVAC inspector may be licensed as a master HVAC contractor, but shall place the license in inactive status while having an active HVAC inspector certification.
- (4) Performing HVAC work while holding an inactive license shall be grounds for revocation or suspension of all HVAC licenses and certifications held by the licensee.

Section 4. Examination Requirements. An applicant shall take and pass the examination administered in compliance with this section.

- (1) A completed Master HVAC Contractor License Examination Application on Form HVAC 6 shall be submitted to the Division of HVAC.
- (2) The examination shall be a two (2) part examination and shall test the applicant's knowledge of:
 - (a) Codes, standards, and current technological and industry recommended practices with respect to the proper installation, maintenance, repair, remodeling, or alteration of all types of HVAC systems; and
 - (b) Law and regulation relating to HVAC business.
- (3) An applicant who fails a portion of the examination may reapply within one (1) year to repeat the failed portion of the examination.
- (4) An applicant who fails re-examination shall be required to sit for the full examination.
- (5) Reasonable accommodations shall be made if necessary to provide accessibility to disabled applicants, upon request.
- (6) Except as provided in subsection (11) of this section, an applicant shall complete with a passing score of at least seventy (70) percent the examination known as the "Kentucky Master HVAC Contractor Examination", which is developed, administered, and scored by the board or its designee.
- (7)
 - (a) A request to sit for the examination shall be made directly to the testing facilities approved by the board.
 - (b) A list of facilities and contact information shall be provided to applicants following receipt of the examination application.
- (8) The examination fee shall not exceed \$160 for the Kentucky Master HVAC Contractor Examination.

- (9) The examination shall be provided as set forth in KRS 198B.060.
- (10) A passing score on the examination shall be valid for a period of two (2) years.
- (11) Upon application by a testing agency, a national code group, or by an applicant for licensure, the department shall recognize another examination as equivalent to the examinations administered by the board if the person or group submitting the examination demonstrates that the examination covers the same material and requires the same level of knowledge as the board's examination.

Section 5. Experience Requirements. An applicant for licensure shall meet the experience requirements of this section.

- (1) Minimum experience. An applicant shall have the experience required by KRS 198B.658(1)(b).
- (2) Records of experience. An applicant's experience shall be listed on the application form.
 - (a) Proof of listed experience shall be provided by W-2s or an affidavit by a master HVAC contractor.
 - (b) Additional proof of experience may be requested by the board, prior to or after licensing, if the board has reason to believe that the experience shown is insufficient or nonexistent.

Section 6. Renewal and Reactivation Requirements and Procedures.

- (1) Filing for renewal. A master HVAC contractor shall submit to the department:
 - (a) A completed renewal application card;
 - (b) A renewal fee of \$250 made payable to the Kentucky State Treasurer;
 - (c) Proof of annual continuing education attendance in accordance with Section 1 of administrative regulation; and
 - (d) Completed continuing provider evaluation forms for each continuing education class attended.
- (2) (a) Except for a license placed in inactive status in accordance with subsection (6) of this section, application for license renewal shall be filed by each licensee no later than the last day of the licensee's birth month. Licenses shall be renewed each year.
- (3) A renewal fee of \$250 shall be paid prior to renewal. The department shall send renewal application cards to each licensee each year to be returned with the required fee.
- (4) Renewal application cards filed late, but no more than ninety (90) days after the last day of the licensee's birth month, shall be accepted, but a restoration fee, in accordance with Section 7(1) of this administrative regulation, shall be added to the renewal fee.
- (5) Failure to renew ninety-one (91) days after the last day of the licensee's birth month shall void the license, and the applicant shall comply with all requirements for a new license pursuant to Section 2 of this administrative regulation.
- (6) A license that has been placed in inactive status shall be exempt from annual renewal. An inactive license shall be reactivated upon payment of the annual renewal fee, the reactivation fee, and upon compliance with the continuing education requirements established in 815 KAR 8:050.
- (7) If an initial license is for a period of less than twelve (12) months, the initial license fee shall be reduced on a pro rata basis.
- (8) The application for renewal or reactivation of a licensed master HVAC contractor shall be denied if the applicant fails to:
 - (a) Pay the fees required for renewal, reactivation, and restoration, if applicable;

(b) Comply with the continuing education requirements established in Section 1(1) of this administrative regulation; or

(c) Provide the current insurance certificate required by KRS 198B.668.

(9) A licensee who has not previously provided a passport-sized color photograph shall provide one (1) with the licensee's next renewal application.

Section 7. Special Service Fees. In addition to other fees required by this administrative regulation, the following fees shall also be applied:

(1) Restoration fee. The fee for renewal of expired licenses shall be fifty (50) dollars.

(2) Inactive status fee. A licensee may place the license in inactive status upon payment of twenty (20) dollars. Inactive status shall be maintained until the licensee requests reactivation in accordance with Section 6(6) of this administrative regulation.

(3) Reactivation fee. A license shall be reactivated upon payment of a fee of twenty (20) dollars and compliance with Section 5(6) of this administrative regulation.

(4) Duplicate license fee. A verified lost or destroyed license shall be replaced upon payment of a ten (10) dollar fee.

(5) Change of information fee. The fee for the change of information required by Section 1(3) of this administrative regulation shall be fifteen (15) dollars. If a change of information request is simultaneous with license renewal, this fee shall not be applicable.

Section 8. Revocation or Suspension of Licenses. A license issued pursuant to this administrative regulation may be suspended or revoked by the board for any of the reasons stated in KRS 198B.672.

Section 9. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) Form HVAC 1, Master HVAC Contractor License Application, January 2010; and

(b) Form HVAC 6, Master HVAC Contractor License Examination Application, January 2010.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, HVAC Division, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (21 Ky.R. 1610; eff. 2-10-1995; Am. 22 Ky.R. 792; 1085; eff. 12-7-1995; 2335; 23 Ky.R. 436; eff. 9-11-1996; 24 Ky.R. 950; eff. 12-15-1997; 26 Ky.R. 1705; eff. 5-22-2000; 27 Ky.R. 3368; eff. 8-15-2001; 31 Ky.R. 1902; 32 Ky.R. 79; eff. 7-27-2005; 36 Ky.R. 1347; 1927; eff. 3-5-2010.)

815 KAR 8:020. Journeyman heating, ventilation, and air conditioning (HVAC) mechanic licensing requirements.

RELATES TO: KRS 198B.650, 198B.654, 198B.656, 198B.658, 198B.660, 198B.662, 198B.664, 198B.672, 198B.676, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654(1) 198B.658, 198B.660(1), (2), 198B.664(1), (3), 198B.676(1), 198B.684, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Board of Heating, Ventilation and Air Conditioning Contractors to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 to 198B.689. KRS 198B.658 requires the

board to establish qualifications for licensure and certification. KRS 198B.660(1) and (2) requires the board to establish examination requirements. KRS 198B.664(1) and (3) require the board to establish requirements for license renewal and inactive licenses. KRS 198B.684 authorizes the board to promulgate an administrative regulation with standards for continuing education for licensees and certificate holders. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings and Construction, and established the commissioner, rather than executive director, as the head of the department. KRS 198B.676(1) requires the board to establish fees by administrative regulation. This administrative regulation establishes the licensure requirements for journeyman HVAC mechanics.

Section 1. General Requirements.

(1) Continuing education.

(a) Each journeyman licensee shall complete eight (8) hours of continuing education prior to renewal of the license.

(b) The continuing education shall be conducted in accordance with 815 KAR 8:050.

(2) Supervision. The journeyman shall be physically on site; shall personally observe and be responsible for each apprentice assigned to the journeyman in carrying out the installation, alteration, and repair of HVAC systems; and shall otherwise operate under the general direction of the master.

Section 2. Initial Application Requirements.

(1) Filing the application. An applicant seeking a journeyman HVAC mechanic license shall submit to the board:

(a) A completed Journeyman Mechanic HVAC License Application on Form HVAC 2;

(b) An initial license application fee of fifty (50) dollars for a twelve (12) month license. The initial license fee may be prorated for not less than seven (7) months or more than eighteen (18) months and shall expire on the final day of the applicant's birth month;

(c) Proof of satisfactory completion of the examination required by Section 3 of this administrative regulation;

(d) Proof of the applicant's experience as required by KRS 198B.658(2)(b) and Section 4 of this administrative regulation; and

(e) A recent passport-sized color photograph of the applicant.

(2) Termination of application.

(a) The initial application shall remain pending until all requirements are met up to a period of one (1) year after the date the application is submitted.

(b) At the end of one (1) year, the application shall be void.

Section 3. Examination Requirements. An applicant shall take and pass the examination administered in compliance with this section.

(1) A completed Journeyman HVAC Mechanic License Examination Application on Form HVAC 7 shall be submitted to the division;

(2) The examination shall test the applicant's basic knowledge of codes, standards, and current technological and industry recommended practices with respect to the proper installation, maintenance, repair, remodeling, or alteration of HVAC systems.

(3) Reasonable accommodations shall be made if necessary to provide accessibility to disabled applicants, upon request.

(4) Except as provided by subsection (8) of this section, an applicant shall successfully complete with a passing score of at least seventy (70) percent the examination known as the "Kentucky Journeyman HVAC Mechanic Examination", which is developed, administered, and scored by the board or its designee.

(5)(a) A request to sit for the examination shall be made directly to the testing facilities approved by the board.

(b) A list of facilities and contact information shall be provided to applicants following receipt of the examination application.

(6) The cost shall not exceed \$100 for the Kentucky Journeyman HVAC Mechanic Examination.

(7) A passing score on the examination shall be valid for a period of two (2) years.

(8) Upon application by a testing agency, a national code group, or by an applicant for licensure, the department shall recognize another examination as equivalent to the examinations administered by the board if the person or group submitting the examination demonstrates that the examinations cover the same material and require the same level of knowledge as the board's examinations.

Section 4. Experience Requirements. An applicant for licensure shall meet the experience requirements of this section.

(1) Minimum experience. An applicant shall have the experience required by KRS 198B.658(2)(b).

(2) Records of experience.

(a) Proof of listed experience shall be provided by W-2s or an affidavit from a master HVAC contractor or the equivalent.

(b) Additional proof of experience may be requested by the board, prior to or after licensing, if the board has reason to believe that the experience shown is insufficient or nonexistent.

(3) A minimum of 3,000 work hours shall be completed as part of the two (2) years experience requirement of subsection (1) of this section.

Section 5. Renewal Requirements and Procedures.

(1) Filing for renewal. A journeyman HVAC mechanic shall submit to the department:

(a) A completed renewal application card;

(b) A renewal fee of fifty (50) dollars made payable to the Kentucky State Treasurer;

(c) Proof of annual continuing education attendance in accordance with Section 1 of this administrative regulation; and

(d) Completed continuing provider evaluation forms for each continuing education class attended.

(2) A renewal fee of fifty (50) dollars shall be paid prior to renewal.

(a) The department shall send renewal cards to each licensee to be returned no later than the last day of the licensee's birth month.

(b) Licenses shall be renewed each year.

(3) A journeyman HVAC license renewal filed late, but no more than ninety (90) days after the last day of the licensee's birth month, shall be accepted, but a restoration fee, in accordance with Section 6(1) of this administrative regulation, shall be added to the renewal fee.

(4) Failure to renew ninety-one (91) days after the last day of the licensee's birth month shall void the license, and the applicant shall comply with all requirements for a new license pursuant to Section 2 of this administrative regulation.

(5) A request for renewal of a licensed journeyman HVAC mechanic shall be denied if the applicant fails to:

- (a) Pay the fees required for renewal and restoration, if applicable; or
- (b) Comply with the continuing education requirements.

(6) A licensee who has not previously provided a passport-sized, color photograph shall provide one (1) with the licensee's next application for renewal.

(7) Continuing education requirements shall not be required for renewal provided the initial license was issued within twelve (12) months of renewal.

Section 6. Special Services and Fees. In addition to the initial license application fee, examination fee, and renewal fee, the following special fees shall be applied:

(1) Restoration fee. The fee for renewal of expired licenses, pursuant to Section 5(2) of this administrative regulation, shall be twenty-five (25) dollars.

(2) Duplicate license fee. Verified lost or destroyed licenses shall be replaced upon payment of a ten (10) dollar fee.

Section 7. Revocation or Suspension of License. A license issued pursuant to this administrative regulation may be suspended or revoked by the board for any of the reasons stated in KRS 198B.672.

Section 8. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) Form HVAC 2, Journeyman Mechanic HVAC License Application, January 2010; and

(b) Form HVAC 7, Journeyman HVAC Mechanic License Examination Application, January 2010.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, HVAC Division, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (21 Ky.R. 1612; eff. 2-10-1995; Am. 22 Ky.R. 794; eff. 12-7-1995; 2337; 23 Ky.R. 438; 1396; eff. 9-11-1996; 24 Ky.R. 952; eff. 12-15-1997; 26 Ky.R. 1707; eff. 5-22-2000; 27 Ky.R. 3370; eff. 8-15-2001; 31 Ky.R. 1904; 32 Ky.R. 80; eff. 7-27-2005; 36 Ky.R. 1350; 1928; eff. 3-5-2010.)

815 KAR 8:030. Apprentice heating, ventilation, and air conditioning (HVAC) mechanic registration and certification requirements.

RELATES TO: KRS 198B.650, 198B.656, 198B.658, 198B.662, 198B.664

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.658(3)(a)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Board of Heating, Ventilation and Air Conditioning Contractors to promulgate administrative regulations requiring persons engaged in the business of heating, ventilation and air conditioning (HVAC) contracting to be registered. This administrative regulation establishes the requirements for registration and certification of apprentices.

Section 1. Registration of Apprentices.

- (1) Except for those HVAC apprentices registered with the Division of Employment Standards, Department of Labor, all apprentices, as defined by KRS 198B.650, shall be registered with the board and comply with this administrative regulation.
- (2) Each individual registered with the board shall be issued an HVAC certificate of apprenticeship pursuant to KRS 198B.658(3) and this administrative regulation.
- (3) The HVAC Apprentice Registration form shall be updated biennially by the apprentice and submitted to the board:
 - (a) To indicate changes of address or employer; and
 - (b) To record work hours under the supervision of a master contractor.
- (4) The certificate of registration shall authorize an individual to work in the HVAC trade under the direct supervision of at least one (1) journeyman HVAC mechanic as well as the general supervision of a master contractor.
- (5) The application of registration shall include the license number and signature of the supervising master contractor.

Section 2. Initial Application for Apprentice Certificate of Registration.

- (1) Registration shall be accomplished by:
 - (a) Completing and filing the HVAC Apprentice Registration Form HVAC 3 with the board; and
 - (b) Submitting a passport-sized color photograph.

Section 3. Certificate Renewal Requirements.

- (1) Each apprentice shall renew the registration biennially by completing and filing the HVAC Apprentice Registration Form HVAC 3 no later than the last day of the certificate holder's birth month.
- (2) Failure to be registered with the board shall disqualify an apprentice from work until the apprentice renews the registration.

Section 4. Minimum Number of Hours of Experience.

- (1) The minimum number of work hours to be completed by an apprentice as part of the required two (2) years of experience to apply for an HVAC journeyman mechanic license pursuant to 815 KAR 8:020 and shall be 3,000 work hours.
- (2) The apprentice shall retain personal records of employment hours which substantiate the experience necessary to apply for a journeyman HVAC mechanic license.

Section 5. Incorporation by Reference.

- (1) Form HVAC 3, HVAC Apprentice Registration, March, 2005, is incorporated by reference.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Housing, Buildings and Construction, HVAC Division, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (21 Ky.R. 1614; eff. 2-10-95; Am. 22 Ky.R. 2118; eff. 7-5-96; 31 Ky.R. 1747; 1978; eff. 7-1-2005.)

815 KAR 8:045. Limited licenses for journeyman HVAC mechanics.

RELATES TO: KRS 198B.650, 198B.654, 198B.656, 198B.658, 198B.660, 198B.662, 198B.664, 198B.676, 198B.684

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.658, 198B.660(1), (2), 198B.664(3), 198B.676(1), 198B.684

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Board of Heating, Ventilation and Air Conditioning (HVAC) Contractors to promulgate administrative regulations to administer, coordinate and enforce KRS 198B.650 to 198B.689. This administrative regulation is a supplement to 815 KAR 8:020, and establishes the requirements for an applicant who seeks to become licensed to perform limited functions pursuant to the journeyman HVAC licensing law. This administrative regulation is necessary to treat qualified persons similarly by allowing applicants to be licensed according to their qualifications, and in order to meet the intention of KRS Chapter 13A as it relates to tiering of administrative regulations.

Section 1. Application for Limited Licenses. Applicants seeking to be licensed as a journeyman mechanic under 815 KAR 8:020, but who choose to use their experience and career goals to function in a limited capacity, shall be granted a limited license upon proof of experience and examination, as follows:

(1) Limited journeyman HVAC duct mechanic - An applicant seeking a limited journeyman HVAC duct mechanic license shall submit to the board:

- (a) A completed limited journeyman HVAC duct mechanic license on Form HVAC 4;
- (b) A nonrefundable initial license application fee of fifty (50) dollars;
- (c) Proof of satisfactory completion of the "Kentucky Limited Journeyman HVAC Duct Mechanics Examination" developed and administered by the International Code Council;
- (d) A passport-sized color photograph of the applicant; and
- (e) Proof of the applicant's experience as required by KRS 198B.658(2)(b) and by 815 KAR 8:020, Section 5.

(2) Limited journeyman HVAC installer mechanic – An applicant seeking a limited journeyman HVAC installer mechanic license shall submit to the board:

- (a) A completed limited journeyman HVAC installer mechanic license on Form HVAC 5;
- (b) A nonrefundable initial license application fee of fifty (50) dollars;
- (c) Proof of satisfactory completion of the "Kentucky Limited Journeyman HVAC Installer Examination" developed and administered by the International Code Council;
- (d) A passport-sized color photograph of the applicant; and
- (e) Proof of the applicant's experience as required by KRS 198B.658(2)(b) and by 815 KAR 8:020, Section 5.

(3) Termination of application. The initial application shall remain pending until all requirements are met up to a period of one (1) year after the date the application is submitted. At the end of one (1) year, the application shall be void.

(4) Upon application by a testing agency, a national code group or by an applicant for certification, the office may recognize another examination as equivalent to the examinations administered by the International Code Council. The person or group submitting the examination shall demonstrate that the examinations cover the same material and require the same level of knowledge as the International Code Council examinations.

Section 2. Limited Licenses and Responsibilities.

(1) A person licensed under the alternative limited licensing provisions of this administrative regulation may work independently within the range of the limited license authorization while under the general supervision of a master HVAC contractor.

(2) A person holding a limited license shall not hold himself out as complying with all the journeyman HVAC mechanic experience and examination requirements of 815 KAR 8:020.

(3) A limited license shall not replace the requirement that each master HVAC contractor shall have in his employ at least one (1) journeyman HVAC mechanic whose license is not limited.

Section 3. Renewal Requirements and Procedures. Licenses issued pursuant to this administrative regulation shall be renewed in accordance with the renewal requirements established in 815 KAR 8:020, Section 6.

Section 4. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Form HVAC 4, Limited Journeyman HVAC Installer License Application," February 15, 2005; and

(b) "Form HVAC 5, Limited Journeyman HVAC Duct Mechanic License Application," February 15, 2005.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Housing, Buildings and Construction, Division of Heating, Ventilation and Air Conditioning, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (24 Ky.R. 2483; eff. 7-13-98; Am. 31 Ky.R. 1906; 32 Ky.R. 82; eff. 7-27-05.)

815 KAR 8:050. Continuing education requirements for heating, ventilation, and air conditioning (HVAC) license holders.

RELATES TO: KRS 198B.658, 198B.660, 198B.664, 198B.672, EO 2009-535

STATUTORITY AUTHORITY: KRS 198B.654(1), 198B.684, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1), authorizes the Kentucky Board of Heating, Ventilation, and Air Conditioning to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 to 198B.689. KRS 198B.684 authorizes the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors to promulgate an administrative regulation with standards for continuing education for licensees and certificate holders. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings and Construction, and established the commissioner, rather than executive director, as the head of the department. This administrative regulation establishes continuing education requirements for HVAC license holders.

Section 1. Master HVAC Contractor Licensees.

(1) Each Master HVAC Contractor shall provide proof of completion of at least eight (8) hours of approved continuing education prior to license renewal.

(2) The required continuing education shall be completed by licensee within the twelve (12) months preceding renewal.

(3) Continuing education courses shall relate to one (1) or more of the following:

(a) Business;

(b) Job safety;

- (c) Codes relating to HVAC; and
- (d) Board- or board designee-approved subjects directly relating to the HVAC.

Section 2. Journeyman HVAC Licensees.

- (1) Each journeyman shall provide proof of completion of at least eight (8) hours of approved continuing education prior to license renewal.
- (2) The required continuing education shall be completed by licensee within the twelve (12) months preceding renewal.
- (3) Continuing education courses shall relate to one (1) or more of the following:
 - (a) Business;
 - (b) Job safety;
 - (c) Codes relating to HVAC; and
 - (d) Board- or board designee-approved subjects directly relating to the HVAC trade.
- (4) A maximum of four (4) hours of continuing education relating to job safety shall be allowed towards annual journeyman license renewal.

Section 3. Combined Master and Journeyman Licensees. An individual who is a holder of both a master and a journeyman license shall meet the continuing education requirements of Section 1 of this administrative regulation.

Section 4. Inactive Master HVAC Contractor Licensees.

- (1) An inactive HVAC Contractor shall not be required to complete continuing education to maintain inactive status.
- (2) If an inactive HVAC Contractor wishes to activate his or her license to the status of an active HVAC Contractor, he or she shall complete four (4) hours of current safety standards continuing education and four (4) hours of current mechanical code continuing education.
- (3) Proof of completion of continuing education requirements shall be submitted to the department prior to license reactivation.

Section 5. Continuing Education Courses.

- (1) All continuing education required for master and journeyman license holders shall be completed in courses approved by the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors or its designee pursuant to 815 KAR 8:060.
- (2) Continuing education courses shall be offered only by providers approved by the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors or its designee pursuant to 815 KAR 8:060.
- (3) Continuing Education Courses shall be a minimum of two (2) hours. One (1) hour of class shall be equivalent to fifty (50) minutes of classroom instruction.
- (4) Continuing education courses offered by a provider not approved in accordance with 815 KAR 8:060 shall be approved by the board or its designee if the following are met:
 - (a) Approval is requested by the individual license holder thirty (30) days in advance of course date;
 - (b) A detailed syllabus of the course is provided with the request; and
 - (c) The course is determined by the board or its designee to be beneficial to the licensee in the HVAC trade.
- (5) The board or its designee shall approve a request if the information has been submitted in accordance with subsection (4) of this section of this administrative regulation. The license

holder shall provide an affidavit from the instructor verifying the hours of attendance. (36 Ky.R. 1400; Am. 1930; eff. 3-5-2010.)

815 KAR 8:060. Requirements for approval of continuing education courses and providers.

RELATES TO: KRS 198B.684, 198B.658, 198B.660, 198B.664, 198B.672, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.684, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 to 198B.689. KRS 198B.684 authorizes the board to promulgate an administrative regulation to establish requirements for approval of continuing education courses and providers. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings, and Construction as the Department of Housing, Buildings, and Construction, and established the commissioner, rather than executive director, as the head of the department. This administrative regulation establishes the requirements for approval of continuing education courses and providers.

Section 1. Requirements for Continuing Educational Provider Approval.

(1) Continuing Education Providers shall either be a:

- (a) Trade Association with affiliation to the HVAC Trade;
- (b) Trade school;
- (c) College;
- (d) Technical school;
- (e) Business dedicated solely to providing continuing education and that provides at least one (1) course in each of the congressional districts quarterly;
- (f) HVAC Company that employs full-time training personnel to conduct continuing education programs providing continuing education for journeymen only; or
- (g) HVAC manufacturer or distributor that employs a full time training personnel to conduct continuing education programs providing continuing education for journeymen only.

(2)(a) Each continuing education course provider shall register with the department as required by subsection (3) of this section before submitting course materials for department approval.

(b) Registration shall be valid for two (2) years from the date of issuance.

(3) Course providers shall register on Form HVAC 8, Application for Approval as a Continuing Education Course Provider for HVAC Licensure, provided by the department and shall include the following:

- (a) Company name;
 - (b) Contact person;
 - (c) Mailing address;
 - (d) Email address;
 - (e) Telephone number; and
 - (f) Fax number.
- (4) The department shall maintain a list of approved continuing education course providers.

- (5) Each course provider shall report to the department any change to the information submitted in the initial application within thirty (30) days after the change takes effect.
- (6) For each course approved, the provider shall distribute a questionnaire in the format provided by the department to each applicant in attendance for the purpose of rating the course.

Section 2. Continuing Education Course Approval.

- (1) A separate application for approval shall be submitted to the department on Form HVAC 9, Application for Continuing Education Course for HVAC Licensure, for each course offered by the course provider.
- (2)(a) An Application for Approval as a Continuing Education Course Provider for HVAC Licensure shall be submitted only by an approved provider registered with the department.
 - (b) Applications shall be submitted at least sixty (60) days prior to the course's offering.
- (3) A continuing education course shall provide instruction in at least one (1) of the subject areas specified in 815 KAR 8:050, Section 1(3)(a) through (d) and Section 2(3)(a) through (d).
- (4) The course application shall include the following:
 - (a) Name of the course;
 - (b) Name and registration number of the provider;
 - (c) A course syllabus;
 - (d) Name of the instructor or presenter along with his or her qualifications;
 - (e) The amount of actual time needed to present the course;
 - (f) The objectives of the course; and
 - (g) A statement of the practicality of the course to the HVAC trade.
- (5) Content changes made to the course shall require a subsequent submission to the department for review and approval.
- (6) Course approval shall be valid for two (2) years from the date of department approval.
- (7)(a) The department shall issue a course number for each approved course.
 - (b) The course number and the provider's number shall appear on all advertisements and certificates for the course.
- (8) A provider shall submit to the department a quarterly schedule including dates and locations of courses by January 1, April 1, July 1, and October 1 annually.
- (9) The department shall receive notification of scheduling changes at least ten (10) working days prior to the originally scheduled course date by fax or e-mail to the Director of the Division of HVAC.
- (10) Cancellations.
 - (a) The provider shall give notice of cancellation no less than five (5) working days prior to scheduled classes unless the governor declares a state of emergency or other conditions exist that would preclude a five (5) day notification of cancellation.
 - (b) If a scheduled class is cancelled, the registrant has the option to attend a rescheduled class or receive a full refund for the cancelled class from the provider.
 - (c) A registrant who notifies a provider of registration cancellation prior to five (5) working days of a scheduled course may choose either a full refund or to attend a subsequent course.
 - (d) Providers shall not cancel a course with ten (10) or more registrants, unless it is the result of an emergency.

Section 3. Continuing Education Course Records.

(1) Each registered course provider shall establish and maintain for three (3) years the following records for each approved course:

- (a) Certificates of completion as provided in subsection (2) of this section;
- (b) An attendance sign-in and sign-out sheet; and
- (c) A course syllabus.

(2) Certificates of completion.

(a) Each registered course provider shall issue a certificate of completion for each participant who enrolled and completed an approved continuing education course.

(b) A certificate of completion shall contain the following information about the individual participant:

- 1. Name;
- 2. Address;
- 3. License number;
- 4. Date of attendance; and
- 5. Course completed.

(c) One (1) copy of the certificate of completion shall be:

- 1. Sent to the department electronically;
- 2. Retained on file by the provider in compliance with subsection (1) of this section of this section; and
- 3. Given to the participant upon completion of the course.

Section 4. Course Audits.

(1) Records requested in writing by the department shall be delivered to the department within ten (10) days of the requesting date.

(2) Representatives of the department may attend an approved continuing education course to ensure that the course meets the stated objectives and that applicable requirements are being met.

Section 5. Disciplinary Action. Provider approval shall be revoked if the department determines that the provider:

- (1) Obtains, or attempts to obtain, registration or course approval through fraud, false statements, or misrepresentation;
- (2) Does not provide complete and accurate information in either the initial registration or in notification of changes to the information;
- (3) Advertises a course as being approved by the department prior to receiving approval; or
- (4) Fails to comply with the requirements of this administrative regulation.

Section 6. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) Form HVAC 8, Application for Approval as a Continuing Education Course Provider for HVAC Licensure, January 2010; and

(b) Form HVAC 9, Application for Continuing Education Course for HVAC Licensure, January 2010.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, HVAC Division, 101 Sea hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (36 Ky.R. 1400; Am. 1931; eff. 3-5-2010.)

815 KAR 8:070. Installation permits.

RELATES TO: KRS 198B.654, 198B.6673 198B.6678, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654, 198B.6671, 198B.6672, 198B.6673, 198B.6674, 198B.6675, 198B.6676, 198B.6677, 198B.6678, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654 requires the Board of Heating, Ventilation and Air Conditioning Contractors to promulgate administrative regulations for the enforcement, administration and coordination of KRS 198B.650 through 198B.689. KRS 198B.6673 requires the board to establish a reasonable schedule of fees and charges to be paid for HVAC installation permits and inspections. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings, and Construction, and established the commissioner, rather than executive director, as the head of the department. This administrative regulation establishes the fees and charges for HVAC installation permits in Kentucky.

Section 1. Issuance of Permits.

(1) Permits to construct, install, or alter a heating, ventilation, or air conditioning system shall only be issued to a licensed master heating, ventilation, and air conditioning contractor except as provided by subsection (3) of this section.

(2) A journeyman shall not construct, install, or alter a heating, ventilation, or air conditioning system unless the work is performed under the supervision of a licensed master HVAC contractor.

(3) A permit to construct, install, or alter a heating, ventilation, or air conditioning system shall be issued to a homeowner who installs a heating, ventilation, or air conditioning system in the homeowner's legal residence or in a home constructed by a homeowner for personal residential use, if all the following requirements are met:

(a) Application shall be made on the HVAC Construction Permit Application: One & Two Family Dwellings, for the permit prior to the initiation of the HVAC work;

(b) The homeowner shall file with the application:

1. An affidavit stating that the homeowner shall abide by the terms of this administrative regulation;

2. Proof of adequate sizing of heating, ventilation, or air conditioning system to be installed; and

3. A complete design plan of all related duct and piping of system;

(c) All work shall be performed in compliance with the Kentucky Residential Code and the Kentucky Building Code.

(d) All the work shall be personally performed by the owner.

(4) Only one (1) homeowner permit for construction of a new home shall be issued to an individual within a five (5) year period.

Section 2. Permit Required.

(1) An application shall be made for a permit prior to installation on one (1) of the following forms:

(a) HVAC Construction Permit Application: Commercial Buildings;

(b) HVAC Construction Permit Application: Multi-family Dwellings; or

- (c) HVAC Construction Permit Application: One & Two Family Dwellings.
- (2) An HVAC installation permit shall be required for the initial heating, ventilation, or air conditioning system:
- (a) For all new construction installations of heating, ventilation, or air conditioning systems;
 - (b) For construction additions in which an additional heating, ventilation, or air conditioning system is installed;
 - (c) For all existing buildings in which the first heating, ventilation, or air conditioning system is being installed; and
 - (d) For projects in which a contractor assumes responsibility to:
 1. Make corrections;
 2. Test an installation performed by another contractor; or
 3. Install a system for which another master contractor has obtained a permit.

Section 3. A permit shall be issued and inspections performed upon request for the replacement of the following:

- (1) Furnaces;
- (2) Condensing units;
- (3) Heat pumps;
- (4) Fan coil units;
- (5) Chiller systems; or
- (6) Heating boiler systems not covered by KRS Chapter 236.

Section 4. HVAC Installation Permit Fees.

- (1) One- and Two-Family Dwelling Installations. The fee for each heating, ventilation, or air conditioning system installation permit for one- and two- family dwellings shall be seventy-five (75) dollars for the first system plus fifty (50) dollars for each additional system.
- (2) Multi-Family Dwelling Installations. The fee for each heating, ventilation, or air conditioning system installation permit for multi-family dwellings other than duplexes, shall be seventy-five (75) dollars for the first system plus twenty-five (25) dollars for each additional system.
- (3) Commercial installations.
- (a) The fee for each heating, ventilation, or air conditioning system installation permit other than one (1)-, two (2)-, and multi-family dwellings shall be based upon the total dollar value of each HVAC installation, either actual or estimated.
 - (b)1. It shall be the obligation of the installing contractor to supply the complete value, including labor and material costs regardless of the purchaser.
 - 2. Except as provided in subparagraph 3b of this paragraph, an exact figure does not need to be quoted or divulged to the HVAC inspector or department.
 - 3. The permit application shall include an affirmative, signed statement that the true value lies within certain limits, as listed in the left column of the table in this subparagraph.
 - a. The fees for heating, ventilation, or air conditioning system installation are listed in the right column of the table.
 - b. The department may request documented proof of costs from the permit applicant if the true value is in question.

Amount in dollars	Permit fee
\$2,000 or less	\$75
\$2,001 to \$10,000	\$150
\$10,001 to \$25,000	\$225
\$25,001 to \$50,000	\$275
\$50,001 to \$75,000	\$325
\$75,001 to \$100,000	\$435
\$100,001 to \$150,000	\$550
\$150,001 to \$200,000	\$660
\$200,001 to \$250,000	\$770
\$250,001 to \$300,000	\$890
\$300,001 to \$400,000	\$1,000
\$400,001 to \$500,000	\$1,350
\$500,001 to \$600,000	\$1,500
\$600,001 to \$700,000	\$1,650
\$700,001 to \$800,000	\$1,850
\$800,001 to \$900,000	\$2,050
\$900,001 to \$1,000,000	\$2,250
\$1,000,001 to \$1,100,000	\$2,450
\$1,100,001 to \$1,200,000	\$2,650
\$1,200,001 to \$1,300,000	\$2,850
\$1,300,001 to \$1,400,000	\$3,050
\$1,400,001 to \$1,500,000	\$3,250
\$1,500,001 and above	\$3,450

(4) Correction and Testing Permits. The permit fee shall be the base fee of seventy-five (75) dollars if the application for permit does not include any new installation, but is to make corrections or provide testing for an installation made by someone else.

Section 5. Inspection Fees.

(1) Each heating, ventilation, or air conditioning system permit shall include three (3) heating, ventilation, or air conditioning system inspections at no additional cost.

(2)(a) All heating, ventilation, or air conditioning system inspections in excess of the three (3) provided with purchase of permit shall be performed at the rate of fifty (50) dollars per inspection.

(b) Payment shall be received by the inspecting authority prior to the final inspection approval being granted.

Section 6. Expiration of Permits.

(1) All heating, ventilation, or air conditioning system installation permits issued under this administrative regulation shall expire six (6) months after the date of issuance unless the permitted work has begun.

(2) If construction begins within six (6) months of permit issuance:

(a) The permit shall be effective until completion of the planned heating, ventilation, or air conditioning system inspection; or

(b) If the work ceases on a permitted project for a period exceeding twelve (12) months, the permit shall be void.

Section 7. Incorporation by Reference.

(1) The following material is incorporated by reference:

- (a) "HVAC Construction Permit Application: Commercial Buildings", April 2010;
- (b) "HVAC Construction Permit Application: Multi-family Dwellings", April 2010; and
- (c) "HVAC Construction Permit Application: One & Two Family Dwellings", April 2010.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department of Housing, Buildings, and Construction, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8:30 a.m. to 4:30 p.m. (36 Ky.R. 2004; Am. 2194; eff. 6-4-2010.)

815 KAR 8:080. Inspections and tests.

RELATES TO: KRS 198B.6671, 198B.6672, 198B.6673, 198B.6674, 198B.6675, 198B.6676, 198B.6677, 198B.6678, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654 authorizes the Board of Heating, Ventilation and Air Conditioning contractors to promulgate administrative regulations to enforce KRS 198B.650-689. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings, and Construction, and established the commissioner, rather than executive director, as the head of the department. This administrative regulation establishes the requirements for the tests and inspections that are necessary to ensure compliance with the Uniform State Building Codes.

Section 1. Inspections. The department or authorized local HVAC permitting and inspection program shall inspect the following initial installations to ensure compliance with the Uniform State Building Code and the Uniform State Residential Code:

(1)(a) Air conditioning or cooling system;

(b) Heating system; and

(c) Ventilation system; and.

(2) In buildings condemned by local jurisdictions, alterations of an HVAC system, which shall be considered an initial HVAC system installation.

Section 2. Major Repairs. The department or authorized local HVAC permitting and inspection program may inspect major repairs, if requested and permitted. This shall not pertain to inspections that arise from violations or complaints.

Section 3. Access. All access, equipment, and material necessary for inspections and tests shall be furnished by the persons obtaining the HVAC installation permit.

Section 4. Residential Inspections.

- (1) It shall be the responsibility of the person who obtained the HVAC installation permit to notify the department or authorized local HVAC permitting and inspection program and request all inspections.
- (2) Prior to, or at the time of the first inspection, sizing calculations shall be provided to the department or authorized local HVAC permitting and inspection program or inspector.
- (3) The inspector shall verify the:
 - (a) Date of calculation;
 - (b) Orientation of structure;
 - (c) Design conditions;
 - (d) Heat gain;
 - (e) Heat loss;
 - (f) Square footage; and
 - (g) Additional documentation necessary to support sizing calculations.
- (4)
 - (a) If any portion of the HVAC system is below ground, the underground portion of the system shall be inspected and approved prior to covering.
 - (b) If conditions require partial coverage of the permitted system, permission shall be requested of and received from the inspector prior to coverage.
 - (c) Covering an installation without approval or permission shall result in the uncovering of the system for inspection, unless unnecessary or if uncovering the system is likely to result in more damage.
- (5)
 - (a) Rough-in inspections shall be conducted on all work prior to covering or concealment.
 - (b) If conditions require partial coverage of the permitted system, permission shall be requested of and received from the inspector prior to coverage.
 - (c) Covering an installation without approval or permission shall result in the uncovering of the system for inspection, unless unnecessary or if uncovering the system is likely to result in more damage.
- (6) A final inspection shall be conducted after all equipment has been set, in working order, and prior to occupancy.

Section 5. Commercial Inspections.

- (1) It shall be the responsibility of the person who obtained the HVAC installation permit to notify the department or authorized local HVAC permitting and inspection program and request all inspections.
- (2) Approved plans shall be made available to an inspector on site during an inspection.
- (3)
 - (a) If any portion of the HVAC system is below ground, the underground portion of the system shall be inspected and approved prior to covering.
 - (b) If conditions require partial coverage of the permitted system, permission shall be requested of and received from the inspector prior to coverage.
 - (c) Covering an installation without approval or permission shall result in the uncovering of the system for inspection, unless unnecessary or if uncovering the system is likely to result in more damage.
- (4)
 - (a) Rough-in inspections shall be conducted on all work prior to covering, concealment, or setting equipment.
 - (b) If conditions require partial coverage of the permitted system, permission shall be requested of, and received from the inspector prior to coverage.

(c) Covering an installation without approval or permission shall result in the uncovering of the system for inspection, unless unnecessary or if uncovering the system is likely to result in more damage..

(5) A final inspection shall be conducted after all equipment has been set, in working order, and prior to occupancy.

(6) A partial or temporary final inspection may be conducted if:

(a) The HVAC system's service area of the building is completed; and

(b) The temporary or partial final inspection will not prevent the remaining portion of the system from being inspected.

Section 6. Extent of Inspections.

(1) Inspections shall include the following:

(a) Heating systems;

(b) Cooling systems;

(c) Residential exhaust and ventilation systems;

(d) Commercial exhaust and ventilation systems; and

(e) Dryer venting.

(2) An inspection shall not consist of gas piping on the supply side of equipment shut offs.

Section 7. Certificate of Approval. Upon the satisfactory completion of final inspection of the HVAC system, a certificate of approval shall be issued by the department or authorized local HVAC permitting and inspection program. (36 Ky.R. 2006; Am. 2048-A; 2195; eff. 6-4-2010.)

815 KAR 8:090. Fees and refunds.

RELATES TO: KRS 198B.656, 198B.658, 198B.660, 198B.664, 198B.6671, EO 09-535

STATUTORY AUTHORITY: KRS 198B.656, 198B.660(1)(b), (2), 198B.662, 198B.664, 198B.6671, EO 09-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.656, 198B.660, 198B.662, 198B.664, and 198B.6671 authorize the Board of Heating, Ventilation and Air Conditioning Contractors to establish license and permit fees. EO 1009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings, and Construction, and established the commissioner, rather than the executive director, as the head of the department. This administrative regulation establishes procedures pertaining to fee payments and refunds.

Section 1. A fee submitted to the Division of HVAC shall be made payable to the Kentucky State Treasurer.

Section 2. Returned payment

(1) If a fee is returned to the Division of HVAC for nonpayment or insufficient funds, the payor shall pay thirty-five (35) dollars, unless proof of financial institution error is provided.

(2) If a company or individual submits a check returned to the division for insufficient funds, the payor shall not, for a period of at least six (6) months, make a payment to the Division of HVAC by personal check.

Section 3. Permit refund

A refund for an installation permit shall be given if:

- (1) The refund request is made within six (6) months of purchase; and
- (2) Work has not begun on the project for which the permit was issued. (36 Ky.R. 2008; Am. 2196; eff. 6-4-2010.)

